



# CHARLESTON ACADEMY

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[www.charlestonacademy.co.uk](http://www.charlestonacademy.co.uk)

## PUPIL PLANNER

**2015 / 2016**

**Name:** \_\_\_\_\_

**Class:** \_\_\_\_\_

**Tutor:** \_\_\_\_\_

**Guidance Teacher:** \_\_\_\_\_

**S.Q.A. Candidate Number (S1 – S6):** \_\_\_\_\_

**School Exam Centre Number: 5143837**

Front Cover Designed by Kern Robertson  
(Winner of S1 Art Exhibition competition)

# HOW TO USE THIS PLANNER

This planner has been designed to help you to:

- **Record** your learning, theme or topic for each lesson
- **Build Up** a record of your work and progress
- **Evaluate** your understanding and progression in each lesson
- **Plan** your work, homework and studying
- **Manage** your time effectively
- **Record** your achievements both in and out of school

To make the best use of your planner, remember:

- To bring it to school every day
- To use it regularly and keep it up to date
- Your teachers will help you to fill in some of the details, but it is up to you to include all the information which is important to you
- To show it to your parents regularly to keep them informed
- To look after it. If you lose or damage your planner, please see Mrs Hunter (Depute Rector) who will issue you with a replacement (price £2)

## IN CLASS

- Record all of your homework against the date when it is due.
- Note any important dates for class tests or deadlines for handing in work.
- When planning homework, make sure that you fully understand what you have to do - if not, ask your teacher.

## AT HOME

- Arrange your work in order of priority for the week ahead.
- Each night, schedule your work in blocks of time (e.g. half an hour or an hour).
- Tick the tasks which you have completed.
- Transfer unfinished tasks to another date.

## COMMENDATIONS AND ACHIEVEMENTS

- Record things which you have achieved both IN and OUT of school.
- This will help you to complete detailed records for your profile. This is an important document which universities, colleges and future employers may want to see before offering you a place.
- The Planner will help your teachers to find out more about you and your work in all subjects throughout the year.

**EVERY SO OFTEN YOUR TEACHERS WILL CHECK YOUR PLANNER TO ENSURE THAT YOU ARE USING IT PROPERLY**

# TERM DATES 2015-16

Tuesday 18<sup>th</sup> Aug 2015 – Friday 9<sup>th</sup> October 2015

Monday 26<sup>th</sup> October 2015 – Tuesday 22<sup>nd</sup> December 2015

Thursday 7<sup>th</sup> January 2016 – Thursday 24<sup>nd</sup> March 2016

Monday 11<sup>th</sup> April 2016 – Friday 1<sup>st</sup> July 2016

## OTHER DATES

Monday 17<sup>th</sup> August 2015 - Staff In-Service

Thurs 24<sup>th</sup> & Fri 25<sup>th</sup> September 2015 - Staff In-Service

Wed 17<sup>th</sup> Feb 2016 - Staff In-Service

Monday 6<sup>th</sup> June 2016 - Staff In-Service

Monday 15<sup>th</sup> & Tuesday 16<sup>th</sup> February 2016 - Holiday

Monday 2<sup>nd</sup> May 2016 - Holiday

Our website has a detailed and up-to-date school calendar. Please check it regularly for information in relation to assemblies, deadlines, school events & trips and holiday dates.

[www.charlestonacademy.co.uk/information/our-calendar/](http://www.charlestonacademy.co.uk/information/our-calendar/)



# TIMETABLE

	Tutor Time 8:50 – 9:00	1 9:00 – 9:55	2 9:55 – 10:45		3 11:00 – 11:55	4 11:55 – 12:45		5 13:40 – 14:35	6 14:35 – 15:30
Monday				Morning Interval			Lunch Break		
Tuesday									
Wednesday									
Thursday									
Friday									

**Notes:** 1) Hurry Bells are rung at 8:45am and 13:35pm. You must make your way immediately to class when these are rung.

2) Assemblies take place weekly, either for Year Groups or House Groups. You must go straight to the Hall on these days.

# OUR VALUES

*At Charleston Academy our core values are  
**Respect, Responsibility, and Achievement***

Our committed, enthusiastic and experienced staff strive to embed our values in the daily life, policies and practices of our school. We encourage responsibility and respect amongst our pupils, challenge them to be motivated and work successfully, and to enjoy everything their school can offer them.

*Our Core Values were suggested and then agreed by pupils and staff at Charleston Academy. Everyone at Charleston Academy agrees to abide by them.*

## WHAT MIGHT THIS MEAN?

**Respect:** I will show consideration for staff, other pupils, the school and our community at all times.

**Responsibility:** I will prove that I can be trusted by being on time and being well organised each day.

I will always aim to perform tasks to the best of my ability at all times.

I will work well with others.

**Achievement:** I will aim to succeed at what I do through hard work and effort.

I will constantly set myself new targets and challenges.

I aim to get involved in the wider life of the school by participating in at least one extra-curricular activity.

*During your time at Charleston Academy you will learn and discover many different ways that these values apply to everyone in different ways.*

# STAFF EXPECTATIONS & POSITIVE BEHAVIOUR

Our Expectations for Positive Behaviour relate to the School Values. Highlight the key words that apply to you. Underneath, write down your Positive Behaviour Target for the session ahead.

## RESPECT

I will show respect for staff, other pupils, the school and our community at all times.

This includes

- being polite and considerate towards others including staff and pupils
- listening and responding to instructions when they are given
- taking care of personal property and that of others

## RESPONSIBILITY

I will prove that I can be responsible by being on time and well prepared each day.

This includes:

- making every effort to be on time, all of the time
- bringing the necessary equipment or assignments for classes
- meeting deadlines for work and other tasks.

## ACHIEVEMENT

I will always aim to achieve my potential by performing tasks in a safe manner and to the best of my ability.

This includes

- concentrating on work in class
- participating in lessons and school activities
- setting regular targets and working to meet or surpass them

My Target:

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# SCHOOL DRESS CODE

As a school, we believe it is important for all pupils to follow our policy on school dress at all times. For us, it is a clear indication that pupils identify with the school and accept the standards that we expect of all. In short, we want pupils at Charleston to be proud of the skills and abilities they are developing and show it by wearing the colours of the learning community that is Charleston Academy.

## WHY DO WE HAVE A DRESS CODE?

- We feel that school dress sets the correct tone for the working day and helps contribute to the settled, orderly atmosphere essential for effective learning and teaching.
- We want to remove the pressure on parents to buy expensive designer clothes for their children to wear to school.
- The dress code has the support of most pupils, parents and members of the community who feel that it improves the image of the school and identifies pupils with the school.
- From a school security perspective, intruders who occasionally drift onto our campus at interval or lunchtime are more easily spotted. We take all issues of pupil safety very seriously.

## WHAT IS THE SCHOOL DRESS CODE?

- |  |  |
|--|--|
| ✓ <b>Appropriate shoes</b>                 | ✓ <b>Black V-neck jumper/cardigan</b>  |
| ✓ <b>Black trousers</b>                    | ✓ <b>White (or Black/Grey/Navy)</b>    |
| ✓ <b>Black school skirt</b>                | <b>Shirt and school tie (Prefects)</b> |
| ✓ <b>Black school fleece</b>               | ✓ <b>School t-shirt</b>                |
| ✓ <b>Black / navy / grey school hoodie</b> | ✓ <b>School polo-shirt</b>             |

The following items are **NOT** acceptable at any time:

- ✗ Anything displaying advertising, slogans or logos
- ✗ denim or jeans of any description
- ✗ tracksuit trousers and tops
- ✗ football strips / scarves
- ✗ branded wear items
- ✗ leggings / thick tights / jeggings etc in place of a skirt

**PUPILS REPRESENTING THE SCHOOL AT ANY EVENT  
ARE EXPECTED TO BE IN FULL DRESS CODE**

# ATTENDANCE, PUNCTUALITY & HOLIDAYS

## ATTENDANCE

You should attend school EVERY DAY. If you are not at school you must have a good reason.

- If you are ill and likely to be absent your parent or carer should contact the School Office to explain the reason and to give an estimate of the likely length of your absence.
- On the morning of your return to school after absence you must bring a note to your tutor teacher.

## PUNCTUALITY

**The School day begins at 8.50am each morning**

**All pupils must be in Registration classes by 8.50am.**

**A hurry bell rings to alert pupils at 8:45am, following which all pupils must make their way to Tutor Time or Assembly.**

- Anyone arriving after 8:50am will be marked late.
- If you arrive late but before 9:00am you should report directly to your registration class. Pupils arriving after 9:00am should sign in and complete a late slip at the School Office and report to their guidance teacher. Frequent late coming (arriving after 8.50am) will mean that your parents/carers will be contacted your latecoming will be recorded and used in future reports or references.



## HOLIDAYS

- It is expected that families will normally arrange holidays during the school holiday period.
- If families intend to go on holiday in term time, parents should contact the school well in advance of the holiday dates.
- Unless there are exceptional circumstances pupils will be marked unauthorised absent during these periods and are expected to make up any work which is missed.



# ABSENCE & ILLNESS

## ABSENCE DURING THE DAY

- Appointments with the doctor, dentist, etc., should be arranged outwith school hours whenever possible.
- When it is necessary to leave school during the school day, you must bring a note from your parent and the appointment card on the day of or day before your appointment.
- Before leaving school you must “sign out” at the school office. If you return to school after the appointment, you should sign in again at the School Office

## ILLNESS IN SCHOOL

- If you take ill or require first aid during the school day you should ask teacher for permission to report to the School Office.
- If you require access to medication during the school day your Guidance Teacher should be informed.
- If you are too ill to remain in school, your family will be contacted to arrange to collect you or to receive further treatment. It is therefore vital that your records, including emergency contact, are kept up to date.
- Do not phone home if you feel ill. Our office staff will do this for you and coordinate arrangements. Never leave the school without reporting to the School Office. All contact with your home will be done by the Office Staff.



# SEVERE WEATHER & SNOW CLOSURE

In the event of severe weather several different ways will be used to communicate information to your parents regarding whether or not the school is open, partially open, or closed.

- The **school website** will be updated with a message highlighted on the homepage: [www.charlestonacademy.co.uk](http://www.charlestonacademy.co.uk)
- A message will be posted on the school automated information line.

- **School Information Line:**  
**0800 564 22 72**
- **Enter the school pin number when prompted:**  
**041720**

- **Highland Council's** website will be updated with detailed information about all school closures:

<http://www.highland.gov.uk/schoolclosures>

- **Moray Firth Radio:** MFR will broadcast information about school closures at 7:10am, 7:40am, 8:10am and 8:40am.



## DELAYED OPENING TIME

We may delay the school opening time to allow you and your teachers to get to school safely. If you arrive before the delayed start time you may be supervised centrally in school.

## SCHOOL TRANSPORT

Sometimes buses may not run on particular routes if local conditions are bad. We have a text information service that will inform your parents of affected routes. During adverse weather you are not expected to wait more than 20 minutes past your usual pick-up time.

***At any time of severe weather, the final decision on whether you must attend school when we are open rests with your parent/carer.***

# SAFETY IN THE SCHOOL

## FIRE SAFETY

- When the fire alarm sounds, listen carefully to and then follow the instructions of your teacher.
- Leave your bag in the classroom.
- On your teacher's instruction leave the classroom and make your way in a calm, quiet and orderly manner to the fire assembly area on the blaes pitch; you must follow the route indicated on the fire evacuation instructions displayed in each classroom.
- When you reach the fire assembly area, you must line up in an orderly way, with your Tutor Class in the area reserved for your House group. Your tutor teacher will then record your attendance and note any discrepancies.
- You must remain in line with your class at all times.
- You must not re-enter the building until instructed to do so, and then in an orderly fashion,
- When the alarm sounds during the morning interval or during the lunch break, you should proceed by the most direct route to the fire assembly area and assemble with your tutor class.



## CORRIDOR MOVEMENT

- Many of the corridor areas in the school are very narrow. To avoid congestion you should always keep close to the sides of the corridor and keep to the right unless instructed otherwise.
- Never run in the corridors - always walk in an orderly manner.

## CLASSROOM SAFETY

- You should never touch items which could be dangerous – chemicals, electrical equipment, computers etc. - without the permission of your teacher.

# HOMWORK

You must remember that regular homework is a normal part of your everyday school work - it is not an optional extra. All tasks should be recorded.



There are many different kinds of homework - written work, learning information, research projects, investigations and finishing off class work. Pupils should always do some revision of class work on most evenings even if no homework has been set by their teachers.

Since homework is given to help you to learn, you must make every effort to do it and to do it as well as you can. If you fail to complete homework your parents will be contacted by the school.

It is a good idea to try to do your homework at regular times each night so that you can get used to a routine.

Whenever possible your teachers will give you plenty of advance notice of your homework. This allows you to plan your schedule of homework and to spread it out evenly throughout the whole week so that you are not too heavily burdened. Leaving your homework to the last minute is always a bad idea, particularly if you have social commitments after school.

***If you are having problems with your homework, speak to your class teacher or your guidance teacher before the deadline for handing it in.***

# STUDY TIME

**(for Homework, Research, Reading, Revision)**

**When?** 3.30-4.30pm, Monday-Thursday.

**Where?** School Library.

**For Whom?** Pupils from all years are welcome Monday-Thursday every week.

**Equipment?** All reference books, computers, word processors are available for you to use, plus free paper and photocopying.

*Please use our excellent facilities to help with your projects, investigations, homework and exam revision. SQA examination past papers can also be accessed.*

# PLANNING FOR EXAMINATIONS

## REVISION

- Revising should begin right at the start of a session - you must get into the habit of going over each night what you covered in class during the day.
- Never leave your revision until the last minute when it is too late.
- Always keep all your notes properly organised and up-to-date.
- When revising, try to keep all your subjects up to speed - don't put any of them on the back burner.
- Discuss with your teacher any parts of the work you are having difficulty with.
- Always REMEMBER - small amounts of regular studying over a long period of time is better than hours of work crammed into the last fortnight before the examination.
- Your Guidance teacher will give you advice and training in study skills in PSE - put this advice into practice.



## PREPARING FOR THE EXAMINATION

- Work out a sensible revision timetable well before the examinations begin.
- Make sure you have what you need for each examination well in advance.
- Know where and when your exams are and keep re-checking.
- Keep taking regular moderate exercise, even if only a brisk walk, in the run up to the examination.
- Get plenty of sleep each night before an examination.
- Arrive at school in plenty of time for each examination.

## EXAMINATION TECHNIQUE

- Always read the instructions carefully.
- Quickly read right through the question paper so that you do not miss any pages.
- Plan the time you have for each question.
- Tackle the questions you know most about first.
- For examination essays, do a rough plan of your answer before you tackle the question.
- If you have time left at the end of your exam, check over your answers.
- If you feel panicky, slowly take half-a-dozen deep breaths.

# YOUR GUIDANCE TEACHER

All teachers in the school are here to help you but your Guidance Teacher has a special responsibility to make sure that things are going well for you generally in school. They will work closely with your Tutor teacher to ensure school goes smoothly for you at all times.

## **Your Guidance Teacher is the person who:**

- ✓ will probably know you best in school
- ✓ is the link between school and home
- ✓ keeps all your personal records
- ✓ will try and help if you have any particular problems
- ✓ will give or seek out information you may need at certain times of your school career
- ✓ knows who to contact within or outside the school if you need special help
- ✓ contributes to reports and references on you, for example college, university, prospective employers
- ✓ will give you advice about important decisions you have to make in school e.g. subject choices, career pathways
- ✓ is the link between you and Skills Development Scotland
- ✓ will encourage you to be involved in the activities that go on within the school
- ✓ wants to hear about your achievements in and out of school

***Whenever you wish to discuss anything above talk to your tutor first and then arrange a time to discuss the matter with your guidance teacher.***

***Remember, your guidance teacher will be very busy at times and sometimes you may be asked to come back. Let them know if it is an urgent matter.***

# BULLYING & CYBERBULLYING

Nobody has the right to hurt other people either physically or in any other way. Name calling, making nasty remarks, spreading untrue stories, deliberately isolating people, taking their friends away, making threats, hitting, kicking, fighting with people - these are all examples of bullying and they can all cause distress to the “victim”.

Increasingly, this type of bullying takes place online through Facebook and Twitter or other social media. It is easier for bullies to operate online as they don't come face to face with their victim at the time.

A bully will use any excuse to “pick on” someone - e.g. because the bully thinks that person is somehow different (may be clever, shy, better off, gay, wears glasses, is overweight or thin), or believes a second hand story about the person without checking out the facts. Any excuse will do, and if there isn't a real reason, the bully will make one up. Sometimes bullies get their friends to “gang up” on a person as well.

## WHAT TO DO

- ✓ Tell someone about it, someone you know will listen to you – your parents, a teacher, a relative, an older friend.
- ✓ Be honest when you talk about it - describe everything that's happened and how you feel about it.
- ✓ Try and think of anything you might accidentally have said or done that might have produced the bullying. This does NOT mean it's your fault but it might help to stop it if any misunderstanding can be cleared up.
- ✓ Most importantly, do something. Sometimes bullying stops quickly, but doing nothing means it may go on until someone is seriously upset or hurt.

## WHAT NOT TO DO

- ✗ Don't try to deal with the problem on your own; there is nothing wrong with asking for help.
- ✗ Don't retaliate; you might end up being accused of bullying yourself.
- ✗ Don't miss anything out when you're describing what happened, even if it means acknowledging you've done something you shouldn't have.
- ✗ Don't exaggerate. If a small part of what you are saying is shown to be untrue, then it throws everything else into doubt.
- ✗ Don't hide what is happening from the adults you trust. Keeping things secret is the bullies' biggest weapon against you. That is why they go to so much trouble to try to stop you telling.

**Always remember - IT'S THE BULLY WHO'S AT FAULT, NOT YOU**

# MOBILE PHONES IN SCHOOL

Charleston Academy encourages pupils to use their mobile phones in a responsible and respectful way. This means:



- It is acceptable to have a mobile phone in school if you feel it is essential.
- All mobiles must be switched off and never used in class, (unless authorised by the teacher) in corridors, or between units.
- It is acceptable to use mobile phones **outside** at interval and at lunchtime.
- It is also acceptable to use mobiles inside the canteen, the hall and the foyer provided this is done discreetly.
- Taking photographs or videos of other pupils or staff is **always unacceptable**; unless it is related to schoolwork and you have permission from your teacher.
- Portable music players (iPods, etc) can be used discreetly only at interval and lunchtimes. Earphones and cables must be put away and remain out of sight at all other times unless you have permission from your teacher.

# HOUSE SYSTEM & PUPIL VOICE

Throughout the year there are many opportunities to make a positive contribution to your House and gain House Points.

Two House Captains who are members of our Lead Prefect Team lead each House

Each class within the House group will elect a class representative during the first term. The class reps for each year make up a Year Group Committee, which are supported by a co-opted member of staff, and a Lead Prefect.

Two pupils from each year group committee then form the Pupil Council, which is led, by the Depute Head Boy and Depute Head Girl in partnership with a member of SMT. These various groups provide the school with a valuable forum for discussing issues relating to the pupils, the school and the wider community.



# LITTER

Litter, both inside the school building and in the grounds is a recurring problem which spoils our school environment. This litter is dropped by a minority of pupils but their carelessness affects us all:

- It diminishes the appearance of the school in the eyes of the public, staff and pupils.
- It wastes valuable janitorial and staff time spent in picking up the litter.
- It encourages seagulls etc. to feed on food scraps and their droppings are both messy and a public health hazard.



**We take a ZERO TOLERANCE approach to litter in school, but we also assume collective responsibility for all litter. If you leave litter for someone else to clear up then don't be surprised to be asked to help clear up someone else's litter another time.**

**DON'T TOLERATE ANOTHER PUPIL'S LITTER**

## LITTER CODE

All litter must be put into the ample litter bins provided throughout the school.

1. Recycling bins are available in the canteen and the foyer.
2. Recyclable waste should be placed in these bins.
3. Food should not be taken out of the canteen.
4. No food or drinks should be brought into or consumed in corridors, the Library, locker area, PE. or any part of the teaching block.
5. Pupils who break these rules should expect to be dealt with severely. A **£50 fine** issued by Authority Litter Enforcement Officers can be issued if litter is being deliberately dropped anywhere within the school campus or wider community.

## USEFUL WEBSITES

School: [www.charlestonacademy.co.uk](http://www.charlestonacademy.co.uk)

SQA: [www.sqa.org.uk](http://www.sqa.org.uk)

Antibullying: [www.respectme.org.uk](http://www.respectme.org.uk)

YoungScot: [www.youngscot.org](http://www.youngscot.org)

# MARKING KEY

All departments adhere to the below marking key for pupils

Symbol in margin	Instruction
<b>sp</b>	Spelling error in line
<b>//</b>	New paragraph needed
<b>cap</b>	Capital letter needed
<b>cap</b>	No Capital letter needed
<b>fs</b>	Full stop missing
<b>ns</b>	New sentence needed
<b>exp?</b>	Revise expression
<b>p</b>	Punctuation error
<b>^</b>	Something is missing
<b>T</b>	See you teacher

Your teacher may also underline the specific error in order to further help you make corrections.